



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

CHIP Letter: 02-E
RHS Letter: 02-E
Date Issued: July 18, 2002

**TO: CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM
(CHIP)/RURAL HEALTH SERVICES (RHS) PROGRAM CONTACT
PERSON**

SUBJECT: DOCUMENTS/REPORTS DUE FOR FISCAL YEAR (FY) 2002-03

Enclosed is a table listing the documents/reports required to be completed by all counties participating in the FY 2002-03 CHIP/RHS Program per Sections 16916, 16938, and 16980 of the Welfare and Institutions Code. Please note that the California Department of Health Services (CDHS) is required to withhold CHIP/RHS Program payments until the required documents/reports are submitted.

We encourage counties to submit the documents/reports to the CDHS by the due dates specified in the enclosed table, so our staff can review and approve the documents/reports without delaying the payment process. Please be aware that in some instances the submissions of multiple documents/reports are necessary before a CHIP/RHS Program payment is authorized. To ensure timely review by our staff, the documents/reports must be complete, reflect the information necessary for State approval, specify a contact person for questions regarding its preparation, and be signed-off by the appropriate county official(s).

Counties are encouraged to go to the CHIP/RHS Program website to obtain all necessary report instructions and forms. The CHIP/RHS County letters can be viewed at:

http://www.dhs.ca.gov/hisp/ochs/chsu/CHIPRHS_County_Letters.htm

These documents are available in Microsoft Word/Excel or Adobe Acrobat formats.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

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Should you anticipate a delay in the submission of any of these documents/reports or have questions, please do not hesitate to contact your County Health Services or Medically Indigent Care and Reporting Systems Analyst at (916) 322-1086.

ORIGINAL SIGNED BY NANCY HAYWARD

Nancy Hayward, Chief
Medically Indigent Services Section

Enclosure

cc: See Next Page

CHIP/RHS Contacts

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Auditor-Controller Contacts

Board of Supervisors Contacts

Health Officer Contacts

**FISCAL YEAR (FY) 2002-03
California Healthcare for Indigents Program (CHIP)
Rural Health Services (RHS) Program
Due Date and Payment Table**

| <u>Document/Report</u> | <u>Due Date</u> | <u>Payment Month(s)</u> |
|---|--------------------------|--------------------------------|
| FY 2000-2001 MICRS Actual Annual AND FY 2002-03 CHIP/RHS Application | 6-30-02 9-16-02 | July-November |
| FY 2001-2002 Preliminary Annual Trust Fund | 11-15-02 | December |
| FY 2002-03 CHIP/RHS Expenditure Description AND FY 2001-2002 MICRS Estimated Annual | 12-15-02 12-31-02 | January |
| FY 2002-03 CHIP/RHS Executed Standard Agreement | 1-15-03 | February-April |
| FY 2001-2002 Report of Actual Financial Data AND FY 2001-2002 Final Annual Trust Fund | 4-15-03 4-15-03 | May-June |